SUBJECT: The September Automated Directives System (ADS) Notice

Purpose

This monthly notice is divided into three sections:

Section I lists the policy notices not included on ADS CD 15, but posted to
the ADS website.

Section II pertains to ADS tips.

Section III describes the ADS and provides instructions for accessing the ADS
CD.

                            SECTION I

Policy Notices Since ADS Compact Disk (CD) 15

All Agency personnel have access to General Policy Notices and should read and
assimilate the new policies. The notices are distributed each evening from
the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes
within the Missions.

There were several USAID/General Policy Notices issued since the release of
ADS CD 15.

Please note:

        *   ADS CD 15 is accessible to ALL USAID/W employees via the Local
                 Area Network (LAN). ADS CDs were mailed to the Missions on
                 Wednesday, 08/11/99. If you are in USAID/W and unable to locate
                 ADS CD 15, please contact the IRM Help Desk for assistance.

        *   ADS CD 15 material and Policy Notices are also accessible via the
                 ADS website.

ADS Intranet address: http://www.usaid.gov/ADS/

ADS Internet address: http://www.info.usaid.gov/pubs/ads

Policy Notices not included on ADS CD 15 but posted to the ADS website:

0854   08/30/1999   Revision to ADS Chapter 541 (formerly ADS 544)
                              (Posted to the ADS What's New Page, 09/01/1999)

0829   08/17/1999   ADS 253, Training for Development
                              (Posted to the ADS Series 200 web page
                              08/18/1999)

MAS31   08/03/1999   MAS#31 - Payment of Per Diem to Families -
                              Policy Reminder

0726   07/21/1999   Legal and Policy Consideration when
                              Involving Partners and Customers in
                              Strategic Objective Teams and Other
                              Consultations

0623	06/21/1999	Conflict Prevention Guidance for Strategic Planning
0621	06/18/1999	Program for Expanding the Participation of Minority Serving Institutions (MSIs), to be included in ADS 321.
lanpolicy	05/19/1999	Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs

Electronic copies of policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 15 are on the OP webpage:

www.info.usaid.gov/procurement_bus_opp/procurement/cib

and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available on the OP webpage.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to the renumbering of ADS Chapters 541 through 551 and the ADS "What's New?" page (www.info.usaid.gov/ads/What's New.htm).

Q.1   Which Agency Handbook was superseded by ADS Chapters 541 through 551?
A.1   ADS Chapters 541 through 551 replace Handbook 18 Part V.

Q.2   Is this section of the Handbook 18 still valid?
A.2   No. See ADS Chapters 541 through 551 for Information Management and Technology policy and essential procedures.

Q.3   I heard chapters 541 through 551 were going to be renumbered and updated. Is this true?
A.3   Yes. Due to reorganization and taking a second look at the order these chapters, M/AA/CIO and M/IRM decided to re-order the chapters. M/AA/CIO and M/IRM are also in the process of updating a few of these chapters. Keep reading this notice for a list of the renumbered chapters.

Q.4   Will the renumbered chapters be included on the ADS CD or the ADS website?

A.4   Yes. The renumbered chapters will appear on ADS CD 16. And, the renumbered chapters will be posted to the ADS Series 500 web page by 09/23/1999. So, when you see ADS CD 15, remember to check the web for the latest information and read ALL Policy notices. These notices will keep you current as to which ADS Chapters and references are new or revised.

Q.5   What is the ADS "What's New" page?
A.5   The ADS "What's New" page is an HTML web page that will state which chapters, references, and interim updates were recently posted to the ADS web site. We will also include the latest ADS General/Information Notice, links to the ADS Transmittal Memorandums and other helpful links. We will also be including a Frequently Asked Question (FAQ)

section.

Renumbered and Reordered M/AA/CIO and M/IRM ADS Chapters.

ADS Chapters (541 -551) renumbered.

Chapter 541 is a newly renumbered chapter. It used to be ADS 544. It has also been substantively and editorially revised. New policies on Personal Use of Information Management Resources were added.

Chapter 542 is a newly renumbered chapter. It used to be ADS 541.

Chapter 543 is a newly renumbered chapter. It used to be ADS 546.

Chapter 544 is a newly renumbered chapter. It used to be ADS 550.

Chapter 545 is a newly renumbered chapter. It used to be ADS 551.

Chapter 546 is a newly renumbered chapter. It used to be ADS 542

Chapter 547 is a newly renumbered chapter. It used to be ADS 543.

Chapter 548 is a newly renumbered chapter. It used to be ADS 545.

Chapter 549 has several editorial changes. The old references to ADS 551 were changed to ADS 545.

Chapter 550 is a newly renumbered chapter. It used to be ADS 547.

Chapter 551 is a newly renumbered chapter. It used to be ADS 548.

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services
        Series 600   Budget and Finance

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 15.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

        Step 1.   Click on the Windows Start Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

        Step 4.   Click on ADS
        Step 5.   Click on the Run button

If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs. The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters, but a list of which handbook chapters are still valid is included on the ADS website. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400 and 500.

USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

        1. The ADS Intranet home page is found by accessing the USAID Intranet
        home page at: http://www.usaid.gov - Then click once on the word "ADS"
        This link will take you to the USAID Intranet home page.

        2. The ADS Internet home page is found by accessing the USAID Internet
        home page at: http://www.info.usaid.gov/ - The reader must then click
        once on the phrase "Publications/Partner Resources." Next, scroll down
        to "ADS: Automated Directives System -- Formerly the USAID handbooks"
        header. Click once on this phrase and it will take you to the ADS
        Internet Home page: http://www.info.usaid.gov/pubs/ads.

You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

Notice 0906